

**United States Bankruptcy Court  
Eastern District of New York**

**ATTORNEY GUIDELINES FOR SUBMITTING ORDERS VIA E-MAIL**

**Date:** February 11, 2005

**Start Date:** March 1, 2005

**Purpose:** Replace Submission of Disk and Paper Copy

**Participating Chambers:** Judge Cyganowski Only

**NOTE: Orders for all other judges must be submitted in conformity with the current procedure, i.e., submission of a disk and hard copy.**

Starting on March 1, 2005, orders for Judge Cyganowski are to be e-mailed to:

**MLCOrders@nyeb.uscourts.gov**

- This process applies to orders in ECF cases only.
- Orders are to be included as an attachment (in Word or WordPerfect format - not pdf) to an e-mail. The order is to be the ONLY attachment to the e-mail; no other attachments (motions, applications, etc.) are to be included.
- The order should not contain a legal (blue) back.
- One order per e-mail.
- Do not include a cover letter.
- It is not necessary to send a chambers copy of the order to the court. (You must continue to send chambers copies of all other electronically filed documents - motions, applications, etc.)
- No other documents, pleadings or electronic communications or correspondence may be sent to the above e-mail address.
- All related motions or applications must be docketed before you e-mail the order to the court. Maintain your current docketing process. When applicable, attach the order as an exhibit to your docketed motion. Once the motion/application is on the docket, you may e-mail the order.

- The attached order must have a filename consisting of the case number and the letter **o**. For example: **04-12345-o**
- The subject line of the e-mail must include:
  - \*Case number
  - \*Debtor name or names of parties to an adversary proceeding (list plaintiff and one defendant - add *et al* if more than one)
  - \*Type of order

Example of subject line for e-mail containing Order Authorizing Use of Cash Collateral:  
**04-12345 John Smith -Order Authorizing Use of Cash Collateral**

It is not necessary to include judge initials, office code, middle initials and such designations as Corp., Inc., etc.

- The message area of the e-mail must contain the following information:
  - \*Case Number:
  - \*Debtor Name:
  - \*Attorney Contact Information:
  - \*Type of Order:
  - \*Related Motion Text & Doc. #:
  - \*Special Instructions:

Special Instructions should include information you might have otherwise included in a cover letter, such as hearing, presentment or settlement dates; deadlines for objections; and/or counter orders with settlement dates, etc.

E-mails containing orders submitted pursuant to notices of presentment must include the following in Special Instructions:

***Please take notice that an order will be presented for signature to the Honorable ----- at Chambers, U.S. Bankruptcy Courthouse, ----- on (date).***

- You will receive an automatic e-mail from the court acknowledging receipt of your submission. This is your official receipt, which you may wish to save as proof of submission.
- Note that e-mailing a copy of the proposed order to other parties is not considered proper service.
- EXCEPTION: Orders requiring signed consent of the U.S. Trustee (such as § 327 retention orders) must be processed in accordance with current practice (submission of disk and paper copy to U.S. Trustee's Office). You may NOT submit such orders via e-mail.